



# Instructions for the Proof of D.C. Residency Form



## How can Alliance applicants prove DC residency?

Applicants can prove DC residency by presenting **one** of the following documents displaying the applicant's name and DC address:

- Valid DC driver's license or non-driver's ID
- DC voter registration card
- Valid lease, rental agreement, rent receipt, deed, settlement papers, or mortgage statement for a residence in the District
- Valid homeowner's or renter's insurance policy for a residence in the District
- DC Property tax bill issued within the last sixty (60) days
- Utility bill (water, gas, electric, oil, cable, or landline telephone) issued within the last sixty (60) days
- Paystub received within the past thirty (30) days showing DC address and DC withholding taxes
- Completed Proof of DC Residency Form accompanied by acceptable proofs from the verifier

## When would an applicant need to submit the Proof of DC Residency form?

If an applicant does not have any primary proofs of residency (license, utility bill, lease, voter registration, etc.) they should complete the Proof of DC Residency form with the help of an individual or organizational verifier. **Applicants who have a primary proof of residency do not need to complete the Proof of DC Residency form.**

## Who can complete the Proof of DC Residency form on behalf of the applicant?

The form has two different verification sections—one that may be completed by an individual and one that may be completed by an organization. ***Only one verification section needs to be completed.***

- **Individual:** Any DC resident who knows where the applicant lives and is willing to verify that the applicant is a DC resident. This person must be willing and able to prove their own DC residency by submitting a copy of their own DC license or non-driver's ID, lease or deed, utility bill, or voter registration card in addition to the signed form.
- **Organization:** A representative of a local non-profit social services organization that provides services for the applicant may also verify residency if the organization believes that the applicant is a DC resident. The organizational verifier will be asked for the organization's tax-exempt ID number.

## Why must the individual verifier submit proof of their residency?

By submitting a proof of their own residency, the individual verifier is providing another layer of verification that they are a real person and have a relationship with the applicant—making them a “verifiable source.” This requirement provides better documentation for potential audits and streamlines IMA's process by alleviating the need for IMA workers to call every verifier. Organizational verifiers will still be called to ensure that information is not being used without the organization's knowledge.

## When should I start using this form?

The form will become a requirement for applicants on September 15, 2009. Please pass this information along to other colleagues and clients so that applicants are aware of these changes.

**Questions? Contact Valentine Breitbarth at 202.442.5963**

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